

# VILLAGE BOARD OF TRUSTEES

Monday, January 4, 2016

## MINUTES

### 1. Call to order

Clerk Treasurer Deb Winter called the January 4, 2016 meeting of the Village Trustees to order at 6:31 p.m.

### 2. Determination of quorum and that the agenda was properly posted.

It was determined that there was a quorum of members and that the agenda was properly posted. Village Board members present were: Kyle Broom, Jack Henrich, Alex Jushchyshyn, Jennifer Pickel, Harvey Potter and John Williams. Staff present were: Clerk Treasurer Deb Winter, Administrator Matt Giese, Village Planner Erin Ruth, Chief of Police Dan Layber, Village Engineer Mike Maloney and Attorney Leighton Boushea.

### 3. Pledge of Allegiance.

### 4. Nominations for Chairman Pro Tem for the January 4, 2016 Village Board meeting.

**Motion** by Henrich to nominate Harvey Potter as Chairman Pro Tem for the January 4, 2016 Village Board meeting, seconded by Broom. **Motion** carried with a voice vote of 6-0-0.

### 5. PUBLIC APPEARANCES – *Public's opportunity to speak about any subject that is not a specific agenda item.*

Nancy Allen of 2077 Uphoff Rd. in the Town of Cottage Grove, spoke to the Board regarding the proposed development at Hwy N and Hwy BB. Allen is concerned about the development and doesn't think it fits with the Village plan and isn't thought out with the best interest of the community. She fears problems with traffic, rental property loaded with people, impact on the schools, misuse of TIF legislation and no focus on commercial development.

### 6. Discuss and consider the minutes of the regular scheduled meeting of the Village Board of December 21, 2015.

**Motion** by Pickel to table the minutes of the regular scheduled meeting of the Village Board of December 21, 2015, seconded by Broom. **Motion** carried with a voice vote of 6-0-0.

### 7. Presentations to the Board

None

### 8. Unfinished Business

#### a. Discuss and consider Amendment to temporarily extend Agreement for Services between the Village of Cottage Grove and Briarpatch Youth Services.

Boushea asked to act on agenda item 8.b. first. After respective action, this agenda item should be disregarded.

#### b. Discuss and consider proposed Agreement for Services between the Village of Cottage Grove and Briarpatch Youth Services for 2016 including language revisions to same.

Boushea reported that Judge Hepfinger made a suggestion to the original draft which I have revised and am handing out tonight. I also added a section in IV stating decision regarding funding shall occur and be decided upon prior to the adoption of the final budget. **Motion** by Pickel to approve the Agreement for Services between the Village of Cottage Grove and Briarpatch Youth Services for 2016 including language revisions to same, seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

#### c. Discuss and consider amendment to current Village Ordinance 12-1 (H) allowing Village Board to make appointments if Village President position is vacant.

Boushea went through the proposed changes to the ordinance. **Motion** by Pickel to approve the amendment to current Village Ordinance 12-1 (H) allowing Village Board to make appointments if Village President position is vacant as well as adding a new section (I), seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

### 9. New Business

#### a. Discuss and consider potential Trustee and citizen appointments to vacant positions on various Village Boards, Committees and Commissions.

**Motion** by Jushchyshyn to table this agenda item due to no recommendations being made, seconded by Henrich. **Motion** carried with a voice vote of 6-0-0.

### 10. Reports from Village Boards, Commissions & Committees

#### a. Ad Hoc Architectural Review Committee

- i. **Discuss and consider a request for approval of a Site Plan from Atlantis Valley Foods, located on Lot 1 of the Cottage Grove Commerce Park (the northwest corner of Commerce Parkway and Erb Road).**

Giese gave some background of the approval process so far. The Architectural Review Committee approves the question of does this project meet the covenants of the commerce park. The committee did approve this project and recommended the Board look at a preference for wainscoting and eaves coating on the street side wall and evergreen trees screening doors on same side. Atlantis Valley Foods were to bring in the additional cost estimates which came to \$11,000 for the wainscoting/eaves coating and \$2,000 for the landscaping. Ruth commented that the landscaping plans were approved by the Plan Commission with some planning and engineering conditions. Ruth stated that metal panels are not allowed in the park, but the proposed architectural metal panels are allowed. Zoning requires that one-third of the façade be masonry and the Plan Commission approved this with some landscaping screening. Owner Mike Swanson was present and stated that a couple of the ARC members went to Middleton to look at a similar building with metal panels and were impressed with the look. Swanson also stated that his budget and improvement value has increased and exceeds the original agreed upon amount. Maloney stated that the engineering conditions have been discussed with the companies engineer with no problems stated. A stormwater basin will be created in the north corner of the lot and we have agreed to defer sidewalks along Erb Road. Traffic should not be an issue and there should not be traffic along the street. Broom asked how the landscaping requirements affect the windows to which Ruth responded that it is offset enough that it won't block the view from inside. **Motion** by Pickel to approve the Site Plan from Atlantis Valley Foods, located on Lot 1 of the Cottage Grove Commerce Park (the northwest corner of Commerce Parkway and Erb Road) with the acceptance of the metal panel option, additional landscaping and conditions of action reports from both planning and engineering, seconded by Jushchyshyn. **Motion** carried with a voice vote of 6-0-0.

- b. **Community Development Authority**

Next meeting to be held on January 11, 2016.

- c. **Joint Fire Department Committee**

Next meeting to be held in February 2016. Boushea commented that the agreement, dated 1998, designates maintenance responsibility.

- d. **Law Enforcement Committee**

Henrich reported that the committee discussed the outcome of the Peer Court discussion from last meeting and approved some end of year purchases.

- e. **Public Relations**

Giese reported that the top two website vendors will present at the next Village Board Meeting.

#### **11. Reports from Village Officers:**

- a. **Kyle Broom**

No report

- b. **Jack Henrich**

No Report

- c. **Alex Jushchyshyn**

No report

- d. **Jennifer Pickel**

No report

- i. **Update of current activities involving the Monona Grove School District.**

- e. **Harvey Potter**

No report

- f. **John Williams**

No report

- g. **Attorney Lee Boushea**

No report

- h. **Administrator Matt Giese**

The carpeting for the Board room will be ordered in a week or two. Deb and I are in the process of filling the Deputy Clerk position with a temporary candidate which will fill in until a permanent Clerk is hired. We have had some troubles with cancellations and quitting of Crossing Guards.

**i. Director of Planning and Development Erin Ruth**

No report

**12. Communications and Miscellaneous Business**

**a. Consider approval of vouchers**

**Motion** by Pickel to approve the Village portion of the vouchers in the amount of \$185,167.20, seconded by Broom. The check sequence goes from check #39681 to check #39749. **Motion** carried with a voice vote of 6-0-0.

**b. Correspondence**

None

**c. Future agenda items**

Committee and Commission appointments, Website presentations, Parking on Hwy N

**13. CLOSED SESSION. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session; negotiate terms for potential development in TID #6 by Horizon Development Group Inc.**

**Motion** by Potter to enter into closed session at 7:23 p.m., seconded by Pickel. **Motion** carried with a roll call vote of 6-0-0.

**14. Reconvene into open session and possible consideration of any closed session items.**

**Motion** by Pickel to reconvene into open session at 7:37 p.m., seconded by Potter. **Motion** carried with a roll call vote of 6-0-0. No other action was taken at this time.

**15. Adjournment.**

**Motion** by Williams to adjourn at 7:38 p.m., seconded by Jushchyshyn. **Motion** carried with a voice vote of 6-0-0.

**Respectfully Submitted,**

**Deb Winter, Clerk Treasurer**

**Village of Cottage Grove**

**Approved: January 18, 2016**

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.